

Department of Health Sciences: Grades and Quality of Graduate Work Policy

1. Minimum Grade Point Averages

To remain in good academic standing in the Graduate School and to receive a graduate degree, a student is required to maintain at least a B (3.0) graduate program grade point average, which includes all work required for the degree while taken at this University (classified and unclassified) and may differ from the University grade point average. Concurrent, undergraduate coursework does not count toward the degree and therefore is not calculated in the graduate program grade point average, without advanced consent from the program coordinator.

2. One class Forgiveness

A student who receives a grade between C- and C+ in a course may repeat that course once, with the approval of the program director, provided the course has not been previously applied toward a degree. The grade received in a repeated course may substitute for the original grade and only the latter grade will be used in calculating the graduate program grade point average required for graduation; however, all grades received during the student graduate school experience will appear on the student's transcript and will be used in calculating the student's University grade point average.

3. Minimal Acceptable Grades

Any graduate level course applied to a master's degree must have a grade of B- or better.

4. Grades received before admission to the Graduate School

Courses transferred from another institution are not included in the calculation of the University grade point average, or in the graduate program grade point average. The University grade point average does not include any courses taken while in unclassified status; however, the graduate program grade point average will include all unclassified courses applied to meeting the degree requirements.

5. Incomplete, In Progress grades and Withdrawals

A grade of "I" will convert to "F" if the work is not completed within the one-year maximum period of time according to University policy. A grade of "I" should be given only when the following conditions are met.

- a. the student requests an incomplete grade
- b. reasons for not completing course requirements are beyond the student's control
- c. a substantial amount of coursework has been completed at a passing level by the student
- d. the instructor sets the conditions whereby the course work will be completed, including deadlines of less than one year

A grade of "IP" may be given only for master's thesis, capstone projects, and doctoral dissertation work "in progress". Upon completion of the thesis/capstone/dissertation defense, the committee chairperson must submit a grade change for the "IP" grade to the student's final grade.

Withdrawals will only be granted to students with a passing grade.

6. Probation and Dismissal

- a. *Academic Probation.* A student who has completed 9 or more semester hours in the Graduate School and whose graduate program grade point average falls below 3.00 will be placed on academic probation until such time as the graduate program grade point average is raised to 3.00. The student will have a maximum of one calendar year to be removed from probation, or the student may be dismissed from the Graduate School.
- b. *Dismissal from the Graduate School.*
 - Any student whose graduate program grade point average is below 3.00 after the one-year probationary period will be subject to automatic dismissal. The Program Director will notify the Graduate School Dean and the student will be dismissed from the Graduate School. Under extenuating circumstances, the program director may petition the Graduate School Dean for an extension of the probationary time period.

- Any student receiving below a C- in a course will be subject to automatic dismissal. The Program Director will notify the Graduate School Dean and the student will be dismissed from the Graduate School. A student can implement the “one class forgiveness” option following the guidelines outlined previously in number two.
- A dismissed student is eligible to reapply for admission after one year. Approval or rejection of this application rests with the student's program/department.

7. Pass/Fail Grading

Courses applied to graduate degrees may not be taken as pass/fail with the exception of clinical, practicum and internship coursework.